MEETING DATE: May 8, 2012  
TIME: 6-8 p.m.  
LOCATION: 600 McAllister St., San Francisco CA 94102  
MINUTES ADOPTED ON: Adopted on 9-12-12

**Members present:**  
Magdalena de Guzman, Jeff Eng, Caroline Grannan, Mary Jue, Ben Kauffman, Victor Tam, Clare Watsky

**Staff members present:** Kathleen Fleming

**CAC business:** There was no quorum, so the minutes of the previous meeting (April 11, 2012) were not approved.

**Public comment:** There were no members of the public present.

**Presentation to board:** The PEEF CAC is scheduled to present its second report of the year to the Board of Education on Tuesday, May 15, at a Committee of the Whole meeting. It will probably be at the beginning of the agenda. The other agenda items will be demanding and time-consuming, Kathy says, so the CAC presentation should be short, ideally 7-8 minutes. There isn’t another workable board meeting for the presentation.

Ideally, the student members will present, but it’s an overwhelming time of year for high-schoolers.

It was agreed that the members present would devote the rest of the meeting to creating the presentation to the board, based on the notes charted at the April 11 meeting. Kathy has written up notes on the charts.

The presentation should emphasize the work of the youth CAC members. If students are able to come to the BOE meeting, they should present it.

With Kathy projecting the notes on the wall, the CAC members worked collaboratively on shaping them into a presentation and arrived at finished wording.

The members present agreed to meet at 5:30 on May 15 prior to the BOE meeting.

**Adjournment:** The meeting was adjourned at 8 p.m.